



*New York State Archives*

**New York State War Council Office of Civilian Protection  
Director's General Administrative Files A4311**

---

New York State Archives  
222 Madison Avenue  
Albany, NY 12230  
[archref@nysed.gov](mailto:archref@nysed.gov)  
URL: <http://www.archives.nysed.gov/>

---

## Table of Contents

---

Overview of the Records .....	3
Arrangement .....	3
Scope and Contents .....	3
Other Finding Aids .....	4
Use of Records .....	4
Administrative Information .....	4
Access Terms .....	5

## Overview of the Records

---

<b>Repository:</b>	New York State Archives
<b>Summary:</b>	This series documents the director's administration and coordination of the Office of Civilian Protection with local and private agencies involved in civil defense work, particularly the initial organization of the Office and the materials required for civil defense activities. Included in this series are correspondence, memoranda, publications, regulations, and photographs. Agencies represented in this series include: American Red Cross, Boy Scouts, Emergency Medical Service, Highway Repair and Debris Clearance Committee, and the federal Office of Civilian Defense.
<b>Creator:</b>	New York State War Council. Office of Civilian Protection
<b>Title:</b>	War Council Office of Civilian Protection Director's general administrative files
<b>Quantity:</b>	16 cubic feet
<b>Inclusive Date:</b>	1941-1945
<b>Series:</b>	A4311

[^ Return to Table of Contents](#)

---

## Arrangement

---

Arranged by topic.

[^ Return to Table of Contents](#)

---

## Scope and Content Note

---

This series contains correspondence, memoranda, publications, regulations, and photographs documenting the director's administration and coordination of the Office of Civilian Protection with local and private agencies involved in civil defense work. A significant amount of records details the initial organization of the office and the materials required for civil defense activities such as: air raid shelters; blackouts; evacuations; stockpiles; uniforms and insignia; and volunteer recruitment.

In addition to local war councils, subordinate and related agencies represented in this series include: American Red Cross; Boy Scouts; Emergency Medical Service; Highway Repair and Debris Clearance Committee; and the federal Office of Civilian Defense. Also found is information regarding the protection of New York State's war industries.

A4311-15: This accretion consists of recruitment and war bond posters, organizational charts, a chart of chemical warfare agents, and maps. Maps document locations of air raid warning sites, air raid warning districts and telephone networks, police teletypewriter networks, service zones for natural disasters, civil defense facilities and control centers, plasma reserves, and emergency medical facilities.

[^ Return to Table of Contents](#)

---

## Other Finding Aids

---

### Available at Repository

A4311-78: Folder list is available at the repository.

[^ Return to Table of Contents](#)

---

## Use of Records

---

### Access Restrictions

There are no restrictions regarding access to or use of the material.

---

## Administrative Information

---

### Processing Information

This series was originally accessioned as boxes 340-352 of old collection #77, accession -71.

[^ Return to Table of Contents](#)

## Access Terms

---

- Maps (documents)